

OFFICIAL LOCAL FORM 1

MATRIX LIST OF CREDITORS

This form is a sample master mailing matrix creditor list required to be filed with a bankruptcy petition. **This form can be printed out or submitted on a 3½" floppy disk, following the same guidelines for both.** The following format must be observed:

- (a) Listing must be in a single column containing as many pages as are required to list all creditors. Page numbers or page headings must not be included in the list.
- (b) Do not include account numbers.
- (c) Zip codes should only be 5 digits.
- (d) The margins at the top and bottom of the page must be at least one inch each.
- (e) The matrix shall be produced with a quality computer printer or typewriter. If a dot matrix printer is used, it should have near letter quality. Standard type size shall be used. The name and address of each creditor must not consist of more than five (5) lines. At least one blank line shall be inserted between each creditor listing.
- (f) If not filed on disk, an original of the matrix or amended matrix must be filed with the Clerk's Office; because our optical character reader will not read a faxed document, a matrix cannot be filed by fax.
- (g) **If submitting matrix on a floppy disk, please save the file as an ASCII (DOS) text file, and write the debtor's name and town on the disk.**

EXAMPLE:

Donut and Coffee National Bank
Post Office Box 3391
Beaumont, TX 77703

Pyramid Investing Corp.
3001 Ghost Street
Reno, NV 86068

Hammer and Anvil Mediation, Inc.
10 Garrison Blvd.
Los Angeles, CA 90905

Spotted Owl Furniture
83 Timber St.
Lakewood, CA 9832

SPECIFICATIONS FOR FLOPPY DISK CREDITOR MATRIX

The following format for a floppy disk containing creditors' names and addresses must be observed:

1. Data must be in ASCII format.
2. Each creditor name and corresponding address ("record") must be on a single line.
3. Each record may consist of up to five (5) fields of data.
4. Each field cannot exceed forty (40) characters. The field may contain fewer characters or be nonexistent.
5. Each field must end with a "separator." The preferred separator is the pipe/vertical bar symbol (|). Do not use a letter, digit, or underscore as the separator.

EXAMPLE:

John Dee|1846 Main Street|Boston, MA 02222|

Hook, Line, and Sinker, P.C.|P.O. Box 49085432|Tampa, FL 15362|

ABC Company|Granite Bldg.|Suite 101|P.O. Box 87|Hartford, CT 06105|